

## PhD Final Defense of Dissertation

**Requirements:**

**Attendance:** At least five appropriate graduate faculty members must be present, including all supervisory committee members. Any member other than the chair of the supervisory committee may video conference into the Examination, if necessary.

If you add or change committee members after the original committee is formed, a change of committee form is required and all members of the committee must sign the new form affirming that they are in agreement with the changes made to the supervisory committee. If deletions are made to the committee, the member who is being removed must provide written consent (email is acceptable) that they are aware of being removed from the committee. The form should then be taken to the graduate coordinator for signature of approval. Finally, it should be turned into the graduate secretary to be submitted electronically. This process should be completed well before any oral examination, and in particular, before the term of graduation.

**Scheduling:** Final Defenses are typically scheduled for a two hour period. It is the student's responsibility to arrange a time when all committee members can meet. Upon agreement on a suitable time, the student should arrange with the graduate secretary to have a room reserved for the examination and provide the information requested below.

Please note that the graduate school requires that an announcement of Final Defense form be filed ten (10) business days before the date of the examination. The graduate secretary will use the information you provide below to fill out this form.

Printed Name of Supervisory Committee Chair: \_\_\_\_\_

Signature of Supervisory Committee Chair: \_\_\_\_\_

Area of Specialization: (e.g. Algebra/Group Theory): \_\_\_\_\_

Title of Dissertation: \_\_\_\_\_

Proposed Date of Defense: \_\_\_\_\_ Proposed Time: \_\_\_\_\_ Proposed Location: \_\_\_\_\_

Proposed Month and Year of Graduation: \_\_\_\_\_ Date Form Submitted: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE

**For Internal Use Only**

Email Announcement to Faculty/ Grads: \_\_\_\_\_ Official Announcement to Committee: \_\_\_\_\_

Conferencing Procedures Sent via Email to Members Who May Be Absent: (If Applicable): \_\_\_\_\_

GIMS Form Printed and Placed in Brown Folder: \_\_\_\_\_ Room Booked: \_\_\_\_\_